

**PORT HURON AREA SCHOOL DISTRICT  
DEPARTMENT FOR HUMAN RESOURCES**



**NOTICE OF NON-CERTIFIED VACANCY**

*Paraprofessional Bargaining Unit*

**Please Post  
PPRO – 182**

**February 11, 2019**

<b>Building:</b>	<b>Garfield Elementary School</b>
<b>Position:</b>	<b>LRE Building Paraprofessional</b>
<b>Qualifications:</b>	<b>See Posting</b>
<b>Hours/Times/Calendar:</b>	<b>8:10 – 3:20 pm / 6.67 hrs</b>
<b>Effective:</b>	<b>Immediately</b>
<b>Allocation:</b>	<b>1.122.06.2421.1630</b>

**APPLICATION PROCEDURE:**

**Internal Applicants**  
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., February 15, 2019***

**PLEASE INCLUDE #, POSITION, AND LOCATION ON ALL CORRESPONDENCE**

Send to: [humanresource@phasd.us](mailto:humanresource@phasd.us)

**Patricia Wachtel, Human Resource Manager** 

External Applicants  
Please Apply On-Line on or before **February 15, 2019**

[https://hr.phasd.us/Job\\_List.aspx](https://hr.phasd.us/Job_List.aspx)

Any bids received after the date and time stated above will not be accepted.

\*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

*The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

**SE Building Paraprofessional**

SECTION L-11

## QUALIFICATIONS

As partners in the instructional process, paraprofessionals who work in programs supported by Title I/31a funds must meet **one** of the following requirements:

1. Associate's Degree or 60 semester hours at an institution of higher education, or Meet a rigorous standard of quality and demonstrate, through passage of a formal state or local academic assessment approved by the State Board of Education:
  - a. Michigan Test for Teacher Certification – Professional Readiness Exam (MTTC) or the original Basic Skills Test (MTTC)
  - b. A passing score of at least 480 on the evidence-based reading and writing section of the SAT and 530 on the mathematics section in lieu of the Basic Skills Test or Professional Readiness Exam
  - c. ETS Parapro Assessment – A passing score of 460 is required
2. Skills with Google and Office Suites
3. Willingness to learn assistive technology
4. Strong communication skills

## JOB RESPONSIBILITIES

1. Demonstrate an understanding of the fundamental characteristics of Special Education Students.
2. Demonstrate the ability to communicate appropriately with the students, parents and staff.
3. Must be willing to provide assistance and instruction in the area of personal hygiene, toileting, health and fitness, and community living.
4. Must be willing to participate in field trips and home visits when necessary.
5. Be available to attend summer or after school in-service services which pertain to meeting the needs of Special Education students.
6. Possess the ability to promote positive self-esteem and encourage academic growth
7. Demonstrate good judgment to provide for the safety of all students and staff
8. Demonstrate the flexibility to respond to changes in assignment in emergency situations as determined by the building principal.
9. Maintain confidentiality in regards to student information as required by FERPA.
10. Assist in carrying out educational plans as prescribed by IEP.
11. Provide physical strength and stamina to meet the needs of Special Education students.
12. Perform other related duties or tasks necessary to insure the success of students and the program.
13. Conducts him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.

SELECTION COMMITTEE

BUILDING SUPERVISOR AND HUMAN RESOURCES

EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S)

1.122.06.2421.1630

FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

October 2017